

Section 13.7 PARAMS MENU

Financial Data

Multipurpose Code

Purpose	This section provides the procedures for a user to add, update or delete Multipurpose Codes used to validate coding blocks.
Window Name	Multipurpose Code
Reminders	<ol style="list-style-type: none">1. The Multipurpose Code window is accessed through the <u>P</u>arams, <u>F</u>inancial Data, <u>M</u> - Multipurpose Code items on the menu bar.2. The Multipurpose Code window contains a Selection Criteria window and a Selection List window. Once the selection criteria has been selected or entered and the Select or New button clicked, the Detail button becomes active. The minimum selection criteria is FACS Agency Code. If the Select button was clicked, the data is displayed in the Selection List window. The user may then highlight the data to be updated and click on the Detail button to display the Detail Data window. However, if there was only one selection in the Selection List window, the Detail Data window is automatically displayed. If the New button was clicked, the Detail Data window is displayed.3. Once the Detail Data window is displayed, a user may add, update or delete Multipurpose Code data.
References	<i>No specific references</i>

Multipurpose Code

The following window is displayed when Params, Financial Data, M - Multipurpose Code is selected from the Menu bar. The steps are described on the following page.

DCDS 32

File Edit Options Functions Params Reports Window Help

Multipurpose Code

Selection Criteria

FACS Agcy: 071 Multipurpose Code: Name: TEST

Select Detail

Selection List

Multipurpose Code	Name	Start Date	End Date	Status
12121233	TEST	09/01/1998	12/31/2222	A
1234321	TESTIGN PB 6.5	01/14/1999	12/31/2222	A

<=> New Delete Save Close

Ready

DCDS Input Procedures - Multipurpose Code (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	FACS Agy*	Select the appropriate Financial Administration Control System (FACS) code from the dropdown list or enter the code. If a new code is being added, click on the New button, this will display the Detail Data window.
2	Multipurpose Code	Select the appropriate Multipurpose Code from the dropdown list or enter the code. A FACS Agency code must be selected before a Multipurpose Code can be selected.
3	Name	Enter the name of the code. This may be entered without selecting a Multipurpose Code.
4	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window, if more than one multipurpose code was found. However, if only one is found the Detail Data window will automatically be displayed.
5	Selection List	Highlight the Multipurpose Code to be updated and click the Detail button. The Detail Data window will then be displayed.
6	New Button	Click on the New button, if adding a Multipurpose Code.

**indicates a required field that must be entered.*

Multipurpose Code (Selection List)

The following information is displayed:

Field Name	Description
Multipurpose Code	The Multipurpose Code selected.
Name	The title of the Multipurpose Code.
Start Date	The date the Multipurpose Code displayed became applicable.
End Date	The date the Multipurpose Code displayed is no longer applicable.
Status	The Status Code indicates if the Multipurpose Code is Active (A) or Inactive (I).

Multipurpose Code

The following window is displayed when the **Detail** button is selected. The same window is displayed with blank fields when the **New** button is clicked. The steps are described on the following pages.

The screenshot shows the DCDS 32 Multipurpose Code window. The main window has a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar with buttons for Selection Criteria, Select, Detail, and Selection List. The Selection Criteria section contains fields for FACS Agy (071), Multipurpose Code, and Name (TEST). The Selection List section contains a table with columns for Name, Multipurpose Code, Start Date, End Date, Status Code, and Modified Date. The Detail Data section contains fields for FACS Agy (1), Multipurpose Code (2), Start Date (3) (01/23/2001), End Date (4) (12/31/2222), Status Code (5) (ACTIVE), Name (6), Modified Date (7), and Modified User (7). The window also has a toolbar at the bottom with buttons for New, Delete, Save, and Close, and a status bar at the bottom showing 'Ready'.

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File Edit Options Functions Params Reports Window Help

Multipurpose Code

Selection Criteria

FACS Agy: 071 Multipurpose Code: Name: TEST

Select Detail

Selection List

Detail Data

FACS Agy: 1 Multipurpose Code: 2

Start Date: 3 01/23/2001 End Date: 4 12/31/2222

Status Code: 5 ACTIVE

Name: 6

Modified Date: 7 Modified User: 7

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New Delete Save Close

Ready

**DCDS Input Procedures
Multipurpose Code**

Follow the steps below to add, update, or delete Multipurpose Codes.

Step	Field Name	Action
Add Multipurpose Codes		
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data window to add a Multipurpose Code information.
Update Multipurpose Codes		
	Detail Button	<p>Enter the required selection criteria and click the Select button. Highlight the Multipurpose Code in the Selection List window to be updated.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window to update Multipurpose Code information.</p>
Delete Multipurpose Codes		
	Delete Button	<p>Enter the required selection criteria and click the Select button. Highlight the Multipurpose Code to be deleted.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window allowing the user to delete the Multipurpose Code information.</p> <p>Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the Multipurpose Code displayed in the Detail Data window.</p>

DCDS Input Procedures

Multipurpose Code - Detail Data Window

Follow the steps below to add or change Multipurpose Code information.

Step	Field Name	Action
1	FACS Agy*	Select the appropriate Financial Administration Control System (FACS) Code from the dropdown list or enter the code when a new code is being established. When changing a Multipurpose Code, this field cannot be accessed, the cursor automatically goes to the Start Date field.
2	Multipurpose Code*	Enter the appropriate Multipurpose Code.
3	Start Date*	Enter the date the Multipurpose Code takes effect when entering a new code. The default is the current date.
4	End Date*	Enter the date the Multipurpose Code will no longer be applicable.
5	Status Code	Select Active or Inactive.
6	Name*	Enter the title of the Multipurpose Code.
7	Modified Date/Modified User ID	Displays the date the last time a modification was made and the user ID of the person who made the modification.
8	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all the additions or changes made to the Multipurpose Code information.

**indicates a required field that must be entered*